

Candidate guidance - Completing the application form

Thank you for your interest in working at York St John University, we welcome your application. The application form is your first opportunity to demonstrate how your qualifications, training, work experience (including voluntary work), skills and abilities align with the criteria that is required in order to undertake the role successfully.

The panel will shortlist the candidates whose profiles closely match the required criteria. This guidance document provides an insight into what the panel is looking for when they shortlist your application, along with advice to help you structure your answers.

Prior to starting the application form

Ensure that you have the following details to hand as you will be asked to refer to these in your application –

- qualifications,
- training,
- work experience (including voluntary experience where applicable)
- two contacts who could provide references for you

All vacancies close at **midnight** on the closing date. Please ensure you leave enough time to complete the application and check it for accuracy prior to submitting it. It might be helpful to ask another person to proof read your application. You can save your application and come back to it as many times as you like prior to submitting it.

'Supporting statements' section of the application form – hints and tips

The supporting statements section of the application form asks you to provide evidence to demonstrate to the panel how fully you meet each requirement. All of the requirements listed relate directly to the qualifications, knowledge, experience and skills needed to undertake the role (outlined in the Person Specification), for example 'the ability to work as part of a team'. Please note, there is no word limit for these answers.

- ✓ **Provide enough depth within your answers** - The panel will use your answers to the supporting statements as an indication of your ability to meet the requirements of the role, therefore it is important to provide them with enough depth in your answer.
- ✓ **Refer to specific examples within your answers** - Within your answers refer, wherever possible, to specific examples of occasions where you have demonstrated the required skill / experience.
- ✓ **Remember to refer to voluntary work experience if needed** - If you are unable to answer a question using an example from your previous work experience remember that you can also refer to any voluntary experience you have undertaken.
- ✓ **Structure your answers** –You might find it helpful to structure your answer using the following STAR approach to help you provide the panel with as much detail as possible, in a similar way to telling a story –
 - ✓ **S - Situation** – Set the scene
 - ✓ **T - Task** – Describe the challenge and what needed to be done
 - ✓ **A - Action** –Describe the specific actions you took
 - ✓ **R - Results** – Describe the results